



Emergency Preparedness and School Safety Drill Procedures

Pursuant to State Board LEA policy 3201 – School Safety and State Board LEA policy 3202 – Emergency Preparedness, authorized charter schools are required to adopt emergency preparedness policies to ensure the safety of students and staff. The purpose of this procedure document is to lay out the minimum expectations regarding required school safety drill procedures for charter schools authorized by the State Board. Charter operators shall follow all federal and state laws, policies, and regulations even if it is not explicitly stated in these emergency preparedness procedures. These procedures cover:

- [Required Safety Drills](#)
- [Completion of Safety Drill Logs](#)
- [Forms and Appendices](#)

Required Safety Drills. As required by law, authorized charter schools shall conduct various emergency safety drills throughout the school year in order to ensure student and staff preparedness in the event of an emergency. Each school shall have a disaster preparedness plan that includes, but is not limited to: fire, tornado, earthquake, flood, bomb threat, and armed intrusion. This plan should be kept in a secure place within the school where all members of the school safety team are able to access it. Schools are required to conduct the following drills annually:

- (1) One (1) fire drill requiring full evacuation of the school building every thirty (30) school days during the school year;
- (2) One (1) additional fire drill requiring full evacuation of the school building within the first thirty (30) calendar days of the beginning of the school year (this drill cannot count as the required monthly fire drill);
- (3) One (1) CPR/AED drill annually;
- (4) One (1) armed intruder drill annually in coordination with local law enforcement; and
- (5) Three (3) additional safety drills during the school year, which may include inclement weather, earthquake, intruder, or other emergency drills not requiring full evacuation.

If a school lies within 100 miles of the New Madrid Fault Line, at least two (2) of the three (3) additional safety drills required in number (5) above must be an earthquake drill.

Each school must conduct four (4) fire safety educational announcements throughout the year, and the content for the announcements shall be developed by the school. Completion of these educational announcements shall be recorded in the [Safety Drill Log](#).

Completion of Safety Drill Logs. Each authorized charter school shall complete all required documentation immediately following the completion of the drill. A hard copy of the [Safety Drill Log](#) contained within these procedures and a safety drill evaluation form shall be kept on file in the school and

be available upon request for review. (There is a sample [Safety Drill Evaluation Form](#) contained within these procedures.) Additionally, the drill log shall be submitted to the State Board monthly in accordance with the deadlines set forth in the State Board's reporting calendar.

- Safety Drill Evaluation Form
 - Each drill evaluation form should include the following information:
 - (1) Type of drill (e.g., fire drill, earthquake drill, lockdown, etc.) and whether a full evacuation was completed;
 - (2) Date of drill;
 - (3) Start time of drill;
 - (4) End time of drill;
 - (5) Comments regarding issues encountered during the drill;
 - (6) Comments regarding proposed remedies for issues encountered during the drill; and
 - (7) Name, title, and signature of principal or designee responsible for conducting the drill and ensuring that issues encountered are remedied.
- Safety Drill Log
 - Each drill log entry shall include the following information:
 - (1) Type of drill (e.g., fire drill, earthquake drill, lockdown, etc.) and whether a full evacuation was completed;
 - (2) Date of drill;
 - (3) Start time of drill;
 - (4) End time of drill; and
 - (5) Name, title, and signature of principal or designee responsible for conducting the drill.



Forms and Appendices

- [Safety Drill Evaluation Form](#) – *sample template*
- [Safety Drill Log](#) – *required*



Safety Drill Evaluation Form

School Name: _____

☐ Drill

Date: _____

☐ Real Emergency Event

<input type="checkbox"/> Fire <input type="checkbox"/> Earthquake <input type="checkbox"/> Bomb Threat <input type="checkbox"/> Lockdown <input type="checkbox"/> Armed Intruder <input type="checkbox"/> Other: _____					
Start Time:	AM PM	Time Building was Completely Evacuated or Locked Down:	AM PM	Time All Students and Staff Accounted For:	AM PM
FOR EARTHQUAKE AND DRILLS REQUIRING EVACUATION					
STUDENT AND STAFF RESPONSE			YES	NO	N/A
NOTES					
All students and staff quiet and orderly.					
Staff close doors as they leave (but leave unlocked).					
All staff and students "drop, cover, hold" (earthquake).					
SCHOOL SAFETY TEAM RESPONSE			YES	NO	N/A
NOTES					
Restrooms and hallways cleared of students.					
Effective radio/intercom communication.					
All students and staff are accounted for.					
Appropriate first responders contacted immediately.					
BUILDING ISSUES			YES	NO	N/A
NOTES					
Emergency alarms/announcements heard in all areas of campus.					
Evacuation assembly area clearly identified and effective for accounting of all staff, students, and guests.					
FOR DRILLS REQUIRING LOCKDOWN					
STUDENT AND STAFF RESPONSE			YES	NO	N/A
NOTES					
All students and staff on floor and quiet.					
All classroom doors locked.					
SCHOOL SAFETY TEAM RESPONSE			YES	NO	N/A
NOTES					
Announcement on intercom is clear (repeat if necessary).					
All exterior doors locked and lockdown signs posted.					
Restrooms and hallways cleared of students.					
School safety team meets at command center to take appropriate next steps.					
Effective radio/intercom communication.					
Appropriate first responders contacted immediately.					
All students and staff are accounted for.					
BUILDING ISSUES			YES	NO	N/A
NOTES					
All door locks functioning properly.					
Intercom can be heard in all areas of campus.					

Additional Comments: _____

Drill Supervisor Name and Title

Drill Supervisor Signature



Safety Drill Log

School Name: _____

School Year: _____

Use the log below to record all necessary information for each drill conducted throughout the school year. You may add multiple drills per month, as there will be times when more than one (1) drill occurs during a calendar month. The drill log is due to the State Board on the 5th of every month. The following drills are required:

1 st 30 days Fire Drill	Fire Drills	CPR/AED	Armed Intruder	Additional Drills
One (1)	At least one (1) every 30 school days	At least one (1)	At least one (1)	At least three (3)

Drill Period	Drill Type	Evacuation?	Date	Start Time	End Time	Supervisor Name and Title	Signature
August							
September							
October							
November							

December							
January							
February							
March							
April							
May							
June							